

# EXHIBIT Q

**From:** [Foley, Jennifer](#)  
**To:** [Sabina Mariella](#)  
**Cc:** [Moore, Pat](#)  
**Subject:** FW: Sensitive & Private Request for Service Abroad -- Giuffre v. Prince Andrew  
**Date:** Friday, August 20, 2021 6:19:09 AM  
**Attachments:** [Giuffre v. Prince Andrew -- Executed USM94.pdf](#)  
[2021-08-09 \[00001-000\] COMPLAINT against Prince Andrew. \(Filing Fee \\$ 402.00, 4828-0330-9813 1.pdf](#)  
[2021-08-09 \[00001-001\] Exhibit A 4837-2605-6693 1.pdf](#)  
[2021-08-09 \[00002-000\] CIVIL COVER SHEET filed..\(Boies, David\) \(Entered 4845-4814-0277 1.pdf](#)  
[2021-08-10 \[00005-000\] ELECTRONIC SUMMONS ISSUED as to Prince Andrew. \(vf\) 4810-4189-8741 1.pdf](#)  
[2021-08-12 \[00007-000\] ORDER FOR INITIAL PRETRIAL CONFERENCE Initial Conference 4822-4543-2310 1.pdf](#)

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Dear Sabina

We acknowledge receipt of your email and confirm that we have received the hard copy of the documents for service.

We are currently liaising with the relevant authorities to arrange service.

Going forward, for confidentiality reasons could you send emails directly to the Foreign Process Delivery Manager, Pat Moore [pat.moore@Justice.gov.uk](mailto:pat.moore@Justice.gov.uk) and to myself as the Team Leader [jennifer.foley@justice.gov.uk](mailto:jennifer.foley@justice.gov.uk).

Thank you

Regards

Jennifer Foley Team Leader  
Foreign Process Section |  
HMCTS Royal Courts of Justice London WC2A 2LL

**Phone: 0203 936 8957 option 7**

**Web:** [www.gov.uk/hmcts](http://www.gov.uk/hmcts)

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<https://www.gov.uk/government/organisations/hm-courts-and-tribunals-service/about/personal-information-charter>

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**From:** Foley, Jennifer <[jennifer.foley@Justice.gov.uk](mailto:jennifer.foley@Justice.gov.uk)> **On Behalf Of** Foreign Process (RCJ)  
**Sent:** 17 August 2021 12:02

**To:** Foley, Jennifer <jennifer.foley@Justice.gov.uk>

**Subject:** FW: Request for For Service Abroad -- Giuffre v. Prince Andrew

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**From:** Sabina Mariella <SMariella@BSFLLP.com>

**Sent:** 16 August 2021 16:18

**To:** Foreign Process (RCJ) <foreignprocess.rcj@Justice.gov.uk>

**Subject:** Request for For Service Abroad -- Giuffre v. Prince Andrew

Good afternoon,

I am an attorney for the Plaintiff, Virginia Giuffre, in *Virginia Giuffre v. Prince Andrew* (No. 21-cv-06702-LAK), which was filed in the United States District Court for the Southern District of New York on Monday, August 9, 2021.

Please see the attached request for service abroad of the complaint, Exhibit A to the complaint, civil cover sheet, summons, and court order on the Defendant, Prince Andrew, Duke of York. These documents have also been mailed to the Foreign Process Section's address in London.

Please let me know if you need any additional information.

Thank you,

**Sabina Mariella**

Associate

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